



## Georgia Department of Revenue

Job Announcement: 01-12

Division Name: ADM – Office of Human Resources

### Position Information Summary

Job Codes:	16008/16009/16011	Job Name:	<b>PS: Human Resources Specialist – EL/WL/AL (Workforce Consultant)</b>
Position Number:	<b>Multiple</b>	Expected Hiring Range:	<b>EL: \$26,672.14 to \$35,000.00 WL: \$32,418.30 to \$40,000.00 AL: \$35,569.36 to \$45,000.00</b> <b>Note:</b> Entry Salaries for Current State Employees will be determined by State Personnel Board Rules
Division:	<b>ADM – Office of Human Resources</b>	Location:	<b>Century Center, 1800 Century Blvd., Suite 14100, Atlanta, GA 30345</b>
Opening Date:	<b>4/14/2011</b>	Closing Date:	<b>4/21/2011</b>

### Position Duties:

**THIS ANNOUNCEMENT WILL BE USED TO FILL A NUMBER OF POSITIONS AT THE Entry Level (EL), Working Level (WL), AND Advanced Level (AL).**

Under general to limited supervision, serves as a technical resource to one or more divisions within the Georgia Department of Revenue in the following human resources disciplines: recruitment, selection, classification, compensation, and employee relations. Each analyst will review and make recommendations for approval of personnel actions including reallocations, vacancy announcements, selection criteria, interview questions, recommendations for appointments and promotions, letters of concern, written reprimands, adverse actions, etc. In addition, each analyst will maintain a variety of HR metrics measuring the rates at which actions are processed, the vacancy rate for each division, etc., and report this information as requested. In addition to serving their customer divisions, analysts may be asked to participate as a group on major projects in the Office of Human Resources. Participates in regular unit staff meetings to foster professional growth and development. Position Status: Unclassified

### Entry Qualifications:

**EL:** Completion of a bachelor's degree from an accredited college or university OR Two years of related experience in human resources

**WL:** Completion of a bachelor's degree from an accredited college or university AND One year of related experience in human resources OR One year of experience in an equivalent area to the lower level (PS: Hum Res Spec (EL))

**AL:** Completion of a bachelor's degree from an accredited college or university AND Two years of related professional human resources experience in one or more of the areas of assignment OR Master's degree in a related area (business administration, human resources, public administration, psychology, organizational development, etc.) AND One year of related professional human resources experience in one or more of the areas of assignment OR One year of experience in an equivalent area to the lower level (PS: Hum Res Spec (WL))

**POSITION SPECIFIC QUALIFICATIONS:** In addition to meeting the Entry Qualifications listed above, these positions require a completion of a Bachelor's Degree from an accredited four year college or university in order to receive an interview.

**NOTE:** This recruitment will be used to fill multiple vacancies. It is anticipated that at least one position will be filled at the Entry Level. While these positions function as generalists, specialists in HR disciplines (such as Class/Comp, Employee Relations, Recruitment, etc.) are encouraged to apply. Preferred Qualifications for the positions follow; however, it is not expected that candidates possess all of these preferred qualifications, especially those being considered for the Entry Level.

### **Preferred Qualifications:**

- Bachelor's or Master's degree in Human Resources, Business Administration, Psychology, Public Administration, or a related field
- Certification by the Society for Human Resources Management (SHRM) as PHR/SPHR
- Experience with the Georgia Department of Revenue, other state government agency or human resources experience working in the public sector
- Excellent oral and written communication skills. Excellent analytical, judgment and decision making skills. Good interpersonal skills
- Ability to provide excellent customer service to internal and external customers. Ability to resolve disputes, disagreements, and conflicts effectively. Accountability and results orientation. Ability to work effectively and complete assignments as a team member
- Ability to manage projects, time, self, and other resources including prioritizing, planning, goal setting and preparing reports
- Experience in job evaluation/analysis for the purpose of making classification and/or compensation decisions; knowledge of the legal requirements that govern employment decisions, including FLSA regulations
- Proficiency with Microsoft Word, Excel, Access, and/or PowerPoint. Experience using PeopleSoft HR. Experience with HR Metrics
- Experience in recruitment and selection of public employees, employee relations, workforce planning or succession planning
- Knowledge of basic statistics, research methods and techniques for organizing and presenting data
- Experience with ePerformance

### **How to Apply:**

This announcement is open to the Public  
Applicants must apply at: The State Personnel Administration - [www.careers.ga.gov](http://www.careers.ga.gov)  
Applications will not be accepted after the closing date. For more information on employment and benefits with the Georgia Department of Revenue, visit our website at [www.etax.dor.ga.gov](http://www.etax.dor.ga.gov). Due to the large volume of applications received by this office, only applicants selected for interview will be notified for final applicant selection. If you need an accommodation due to disability for any part of the employment process, please contact Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).